

STATEWIDE INFORMATION SYSTEMS POLICY

Statewide Policy: SummitNet Acceptable Use

Product ID: ENT-NET-031

Effective Date: September 20, 2000

Approved: LOIS MENZIES, Director, Department of Administration

Replaces & Supersedes: This policy supercedes any prior enterprise policies for establishing and implementing information technology (IT) policies and standards.

I. Authorizations, Roles, & Responsibilities

Pursuant to the Montana Information Technology Act ("MITA") (Title 2, Chapter 17, Part 5 of the Montana Code Annotated ("MCA"), it is the policy of the state that information technology be used to improve the quality of life of Montana citizens, and that such improvement is to be realized by protecting individual privacy and the privacy of the information contained within the state's information technology systems. [§2-17-505\(1\), MCA](#). It is also the policy of the state that the development of information technology resources be conducted in an organized, deliberative, and cost-effective manner, which necessitates the development of statewide information technology policies, standards, procedures, and guidelines applicable to all state agencies and others using the state network. It is also anticipated that State information technology systems will be developed in cooperation with the federal government and local governments with the objective of providing seamless access to information and services to the greatest degree possible. [§2-17-505\(2\), MCA](#).

Department of Administration: Under MITA, the Department of Administration ("DOA") is responsible for carrying out the planning and program responsibilities for information technology for state government (except the national guard), including for establishing and enforcing a state strategic information technology plan and establishing and enforcing statewide information technology policies and standards. DOA is responsible for implementing MITA and all other laws for the use of information technology in state government. The director of DOA has appointed the chief information officer to assist in carrying out the department's information technology duties. [§2-17-512, MCA](#).

Department Heads: Each department head is responsible for ensuring an adequate level of security for all data within their department. [§2-15-114, MCA](#).

II. Policy - Requirements

A. Defined

SummitNet (State and Universities of Montana Multi-Protocol Network) is the State's telecommunications nucleus network or backbone connecting agency, University, K-12, library, and local government networks. SummitNet's telecommunications users are elected officials, state and local government employees, educators, students, researchers, authorized contractors, and non-profit organizations. Through SummitNet, these authorized users can access a wide range of national and international information. SummitNet provides connectivity to the Internet, the world's largest network of individuals, governments, organizations, universities, schools, and companies.

B. Acceptable Use

SummitNet is to be used for: the conduct of state and local government business and delivery of government services; the support of instruction, learning, training, educational administration, research, and grant procurement; the increased participation of citizen oversight of government affairs; and the promotion of economic development.

SummitNet users may be subject to restrictive or limited use of the network, including access to the Internet, as determined by a supervising authority or administrator.

Any external connections (i.e. Internet service providers, contractors, other non-governmental entities) made to SummitNet and not managed by the Information Technology Services Division (ITSD) must be reported to ITSD for compatibility and security reasons.

C. Internet Acceptable Use

Reference policy number ENT-INT-011, Internet Acceptable Use.

D. Remote Access

An agency may allow remote access to its computing resources on a case by case basis. Approval for this access must be granted in writing by the appropriate agency management. Access will be granted for benefit of the State of Montana and not for personal benefit or use. Access of State computer resources by unauthorized remote access users shall be considered a security violation. Remote access users are obligated to abide by all computing policies of the State and the agency.

E. User Responsibilities Related To SummitNet And Internet Acceptable Use

SummitNet users are responsible for:

- Honoring this acceptable use policy and the acceptable use policies of networks accessed through SummitNet or the Internet
- Honoring existing federal, state, and local telecommunications and networking laws, regulations, and policies
- Reporting to the appropriate authority the violation of any network acceptable use policy
- Honoring copyright laws regarding protected commercial software or intellectual property
- Demonstrating respect for an individual's right to privacy and to freedom from intimidation, harassment, and unwarranted annoyance
- Minimizing unnecessary network traffic that might interfere with the ability of others to make effective use of this shared network resource; such as, refraining from monopolizing systems; overloading networks with excessive data; or wasting computer time, connect time, disk space, or other resources

F. Background - History On The Creation Of Or Changes To This Policy

This policy was created by the SummitNet Executive Council and was originally signed in November 1995 by Lois A. Menzies, Richard A. Crofts, W. Gregg Groepper, Janet R. Kelly, Robert B. Person, Mick Robinson and Dennis M. Taylor. It was updated in January 2000 to accommodate information technology environment changes. This policy was given to the SummitNet Executive Council and the Information Technology Advisory Council for comment prior to adoption.

G. Guidelines - Recommendations, Not Requirements

There are no guidelines for this policy.

H. Change Control and Exceptions

Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this policy are made by submitting an [Action Request](#) form. Requests for exceptions are made by submitting an [Exception Request](#) form. Changes to policies and standards will be prioritized and acted upon based on impact and need.

III. Close

For questions or comments about this instrument, contact the Information Technology Services Division at [ITSD Service Desk](#), or:

Chief Information Officer
PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701

IV. Cross-Reference Guide

A. State/Federal Laws

- [2-17-505\(1\)](#) – Policy
- [§2-17-505\(2\), MCA](#)
- [§2-17-512, MCA](#)
- [§2-15-114, MCA](#)
- [2-17-514\(1\)](#) – Enforcement
- 2-17-501, MCA - *(repealed)*
- 2-17-503, MCA - *(renumbered)*
- [2-15-114, MCA](#)
- 2-17-302, MCA - *(repealed)*
- [45-6-311, MCA](#)

B. State Policies (IT Policies, MOM Policies, ARM Policies)

- [2-15-112, MCA](#)
- [ARM 2.13.101 - 2.13.107](#) - Regulation of Communication Facilities
- [MOM 3-0130 Discipline](#)
- ARM 2.12.206 Establishing Policies, Standards, Procedures and Guidelines.
- ENT-INT-011, Internet Acceptable Use
- [ARM 2.13.101-2.13.107](#)
- [Internet Services Policy](#)
- [Internet/Intranet Security Policy](#)
- [Electronic Mail Policy](#)
- [MOM 3-0130 Discipline](#)

C. IT Procedures or Guidelines Supporting this Policy

- [Policy: Establishing and Implementing Statewide Information Technology Policies and Standards](#)
- [Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards](#)

V. Administrative Use

Product ID:	ENT-NET-031
Proponent:	LOIS MENZIES, Director
Version:	1.1
Approved Date:	July 15, 2008
Effective Date:	September 20, 2000
Change & Review Contact:	ITSD Service Desk
Review Criteria:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	July 1, 2013
Last Review/Revision:	Reviewed July 11, 2008. Non-material changes are necessary.
Change Record:	July 11, 2008 – Non-material changes made: <ul style="list-style-type: none">- Standardize instrument format and common components.- Changed to reflect next review date.